



Maine Department of Transportation
Direct Hire Vacancy Announcement

Statewide Promotional

Personnel Assistant

Direct Hire

BULLETIN: 09-01

95% Value of State-paid Health & Dental Insurance: **\$339.45** bi-weekly.
Value of State's share of employee's retirement: **24.96%** of pay.

DATE: October 8, 2009 **EXPIRES:** October 23, 2009; 5:00 p.m. **CODE:** 0458

RANGE: 17 (confidential) (\$29,244.80-38,750.40 annually) **POSITION NUMBER:** 1349

CONTACT: L.Rhonda Hutchinson-Peaslee **TELEPHONE:** 207-592-6056

POSITION TYPE: Permanent full-time **LOCATION:** Scarborough

BUREAU/DIVISION: Bureau of Maintenance & Operations, Region 1

JOB DESCRIPTION: This is paraprofessional support work in performing limited aspects of a human resource professional's work in such functional areas as recruitment, employment actions, payroll, and workers' compensation. Primary function is to oversee the computation and processing of various automated payroll systems and the processing of HR transactions. The incumbent will manage the payroll operations for MaineDOT with the three payroll systems and ensure all transactions are updated accordingly. The incumbent will ensure reporting requirements for payroll, HR, and worker safety issues are developed. Reports for recruitment and retention trends will also be required. Work is performed under limited supervision.

MINIMUM QUALIFICATIONS: A four (4) year combination of education, training, and/or experience which provides a basic knowledge of human resource administration functions.

SELECTION PROCESS: Applicants must submit a letter of interest, current resume, and completed Direct Hire application, to: L.Rhonda Hutchinson-Peaslee, #16 State House Station, Augusta, ME 04333-0016, no later than **Friday, October 23, 2009.** Internal transfers (those already in the above classification) who are interested in an interview may contact L.Rhonda Hutchinson-Peaslee to be interviewed. Applications are available by calling (207) 624-3050 and on the MDOT website: www.maine.gov/mdot.

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